UNITED NATIONS **ST**

Secretariat

ST/IC/1993/42
10 August 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR ARABIC PROOFREADERS

1. A competitive examination for the recruitment of Arabic proofreaders will be held on 12 and 13 January 1994 in New York, Geneva, Vienna, Cairo and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic proofreaders will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Copy Preparation and Proofreading Section, Interpretation, Meetings and Documentation Division, Office of Conference Services, of the United Nations Secretariat in New York. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of either English or French. Knowledge of another official language of the United Nations (Chinese, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Director of Personnel, Office of Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have

been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the principal language of instruction. The Board of Examiners may, at its discretion, admit a candidate who has graduated from a university at which the principal language of instruction is not Arabic provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic;

(d) Have three years of experience in the printing/publishing industry or in the preparation of official documents and publications of the United Nations.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be received by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Copy preparation (2 hours);

II. Proofreading against manuscript (3 hours and 15 minutes);

III. Arabic language aptitude test (1 hour and a half);

IV. Language aptitude test in either English or French (45 minutes).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The purpose of the interview is to assess each candidate's general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore,

candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as Arabic proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their proofreading functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. Upon completion of a training period, proofreaders will be required to work on desk-top publishing or similar equipment.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 29 October 1993, to:

Competitive Examination for Arabic Proofreaders
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 29 October 1993, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1994 COMPETITIVE EXAMINATION FOR ARABIC PROOFREADERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in the printing/publishing industry or in the preparation of official documents and publications of the United Nations.

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1993/42 and I understand that, if I am successful in the competitive examination for Arabic proofreaders and recommended for inclusion in the roster, my assignment as an Arabic proofreader will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of the circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) form. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DESD, DPA, OGS, OCS, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1993/42.

6/ Give exact name and title in original language. Do not translate or equate.